



United States Court of Appeals for the Sixth Circuit

Assistant Circuit Executive for Space and Facilities

Vacancy Announcement No. 18-19

POSITION INFORMATION

Location	Cincinnati, Ohio	Tour of Duty	Full-Time
Opening Date	December 20, 2018	Salary	CL 31 (\$100,809 – \$163,813) <i>Salary commensurate with qualifications in accordance with U.S. Court Guidelines</i>
Closing Date	To ensure consideration, applications must be received by January 25, 2019 . The position will remain open until filled.		

POSITION OVERVIEW

Organization Overview: The Office of the Circuit Executive for the United States Courts for the Sixth Circuit is accepting applications for the position of Assistant Circuit Executive for Space and Facilities. This position is within the Office of the Circuit Executive and is located in the Potter Stewart United States Courthouse in Cincinnati, Ohio.

The Office of the Circuit Executive provides policy development, administrative, technical and staff support to (1) the Sixth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts in Michigan, Ohio, Kentucky and Tennessee, including nine judicial districts; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Sixth Circuit; and (4) as requested, to the various court units within the Sixth Circuit.

Representative Duties and Responsibilities: Advises and represents the Sixth Circuit judiciary in all phases of courthouse development and alteration, including professional guidance in the areas of programming, design, construction, furnishing and occupancy. Ensures compliance with federal policies and regulations; provides leadership and professional assistance in the resolution of facilities issues; proposes strategies and policies to improve space delivery systems and coordinates courthouse security issues. Serves as liaison with the Administrative Office of the United States Courts, the General Services Administration, the U.S. Marshal's Service and the Sixth Circuit courts on national issues affecting courts and oversees support for and/or development of space and facilities and courthouse security projects throughout the Circuit.

The position may entail developing a staffing plan to support the facilities-related needs of the Judicial Council, Court of Appeals, and the Circuit's constituent court units.

QUALIFICATIONS

Required

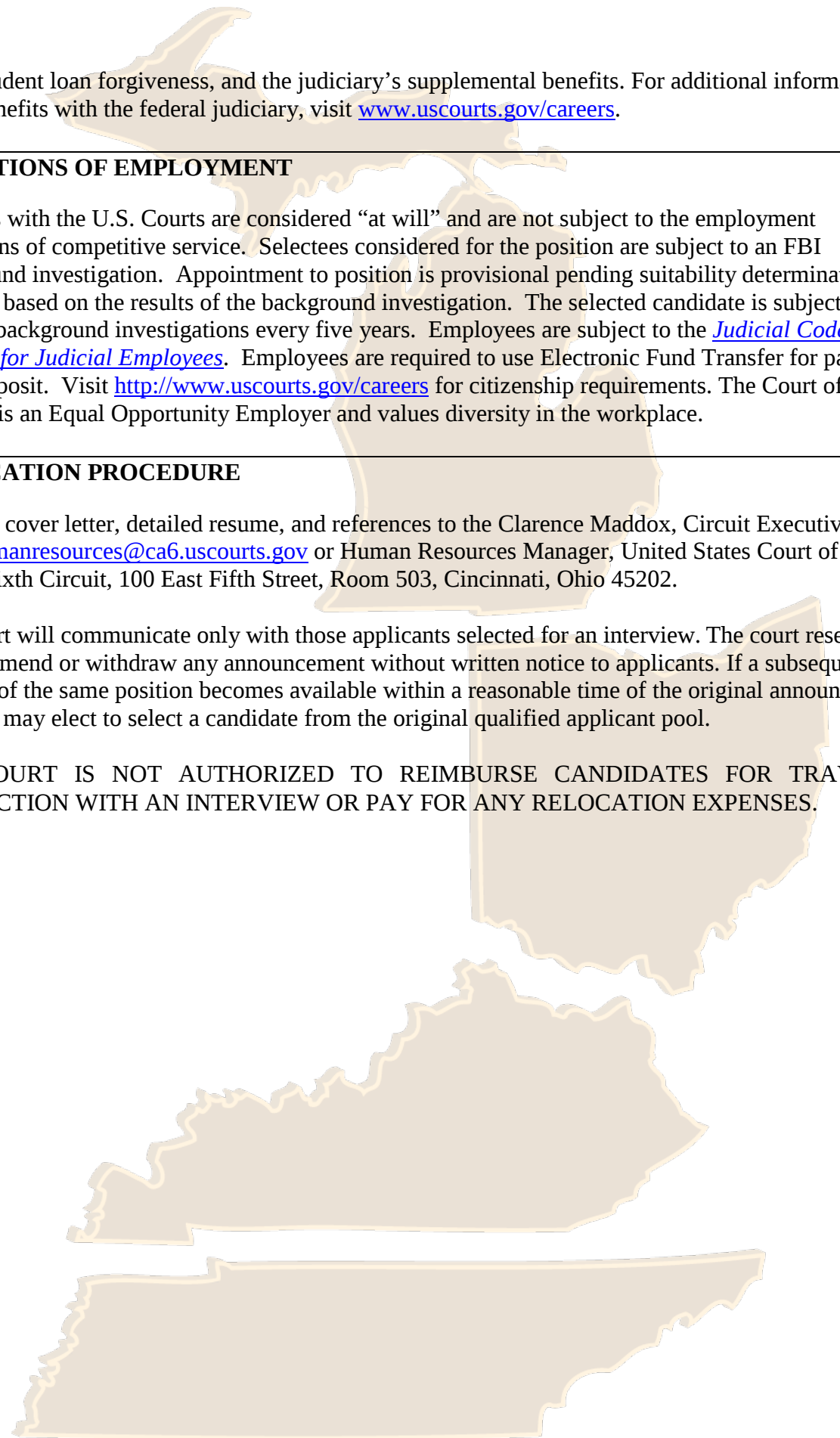
- At least ten years of successful management, consulting or supervisory experience in all facets of major project development, including long range planning, design development, policy formulation and space management oversight. This experience must have included:
 - Managing major space and facilities construction projects.
 - Initiating and implementing innovative ideas and programs.
 - Participation in developing and facilitating policy at a corporate, institutional or equivalent level.
 - Analyzing contracts.
 - Facilitating resolution of planning, design and construction issues and challenges.
- Ability to assess priorities and staffing and effectively communicate a plan to address facilities-related requirements and staffing needs.
- Ability to creatively assemble/structure new projects to meet the needs of the courts and the ability to undertake both personally, and through staff, the necessary steps to develop them.
- Ability to communicate effectively, both orally and in writing to explain technical and administrative issues. Make presentations, write reports and provide written justifications on issues and problems.
- Ability to supervise and interact with a professional staff with differing skill sets and areas of expertise which may include project management, construction, architecture and interior design, engineering, security and procurement. This includes sufficient technical subject matter knowledge to schedule and prioritize the work of subordinates, foster teamwork, provide performance evaluations and motivate staff.
- Ability to use tact and diplomacy in dealing effectively with judges, senior management and those at all levels within organizations participating in project development.
- Ability to work under pressure and within the constraints of conflicting deadlines.
- Ability to manage a technical program encompassing a wide geographic area, servicing a variety of technical, professional, managerial and judicial clientele. Because the facilities of the courts are positioned over a very wide geographic area, this position will require extensive travel to sites, to Washington, D.C. and to the administrative offices of the various GSA Regions.

Preferred

- A degree from an accredited institution in architecture or facilities-related field.
- Responsible high-level managerial experience in a court or equivalent environment working with executives and high-level managers.
- Experience working with the General Services Administration and familiarity with their procedures and regulations.

BENEFITS

The Office of the Circuit Executive offers an excellent working environment. Employees of the U.S. Courts serve under excepted appointments (not civil service) and receive the same benefits as other Federal employees. Benefits include: health, dental, vision, life, and long-term care insurance, paid annual and sick days, 10 paid holidays, retirement annuity, Thrift Savings Plan (defined contribution



plan), student loan forgiveness, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit www.uscourts.gov/careers.

CONDITIONS OF EMPLOYMENT

Positions with the U.S. Courts are considered “at will” and are not subject to the employment regulations of competitive service. Selectees considered for the position are subject to an FBI background investigation. Appointment to position is provisional pending suitability determination by the court based on the results of the background investigation. The selected candidate is subject to updated background investigations every five years. Employees are subject to the [*Judicial Code of Conduct for Judicial Employees*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. Visit <http://www.uscourts.gov/careers> for citizenship requirements. The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.

APPLICATION PROCEDURE

Submit a cover letter, detailed resume, and references to the Clarence Maddox, Circuit Executive at: ca06-humanresources@ca6.uscourts.gov or Human Resources Manager, United States Court of Appeals for the Sixth Circuit, 100 East Fifth Street, Room 503, Cincinnati, Ohio 45202.

The Court will communicate only with those applicants selected for an interview. The court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.